

WHAT IS ART-IN-ARCHITECTURE?

The Art-in-Architecture program, administered by the Capital Development Board, enriches communities and provides "for the promotion and preservation of the arts by securing suitable works of art for the adornment of public buildings constructed or subjected to major renovation by the State or which utilize State funds, and thereby reflecting our cultural heritage, with emphasis on the works of Illinois artists." 20 ILCS 3105/14

CONTACT

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Illinois Capital Development Board

Art-in-Architecture Program

Paid Internship Opportunity

DESCRIPTION

The intern will participate in the ongoing work of the Art-in-Architecture (AIA) Program by working closely with the coordinator on day-to-day administration of the Program. Work may include tasks such as attending selection committee meetings, tracking budgets, creating documentation, and meeting with users. The intern will also complete a small special project developed with the AIA Coordinator that meets the needs of the student and the AIA Program.

POTENTIAL PROJECTS

- Systematically research past AIA projects. Create catalogue worksheets for art pieces commissioned and purchased by the program.
- Integrate systematic catalogue research into the AIA files and database. Add catalog records and update bibliographic and artist information.
- Archive past project and art registry files.
- Other special projects can be designed around the interest and abilities of the intern.

REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES

- Must be at least 18 years old.
- Be well organized, detail oriented, creative and resourceful, with strong problem solving skills.
- Exhibit a professional attitude.
- Have the ability to work independently.
- Have basic computer skills. Knowledge of databases a plus.

TIME COMMITMENT & STIPEND

37.5 hours per week, June 1-July 31, 2014 with a stipend of \$1364.00 per month

HOW TO APPLY

Please send a resume and official transcript or proof of enrollment to Heather Humphrey by post or e-mail to the address on the left no later than close of business **FRIDAY, MAY 9, 2014.**

WHERE CAN I FIND MORE INFORMATION ABOUT THE AIA PROGRAM?

The AIA Policy and Procedure Manual, contact information, and other details can be found on the Capital Development Board website.

www.illinois.gov/cdb/services/art